

Work Injuries Reporting and Medical Care Options



All injuries must be reported within 24 business hours
Exception - Report life threatening emergency care immediately

MISD employees should not prompt and or suggest medical care
MISD employees should not endorse a specific care facility

Work related injuries require a completed signed and dated **First Report of Injury form** and **Written Statement form**.

Complete forms within 24 business hours and send to Risk Management by fax:
972-882-5565 or **email:** kfulenwider@mesquiteisd.org and dventura@mesquiteisd.org

1. Provide the employee with the First Report of Injury and Written Statement. **Employee is responsible for completing forms.**
2. Double check First Report of Injury for employee and supervisor signatures. Fax or scan the following forms to Risk Management: First Report of Injury, Written Statements and Alliance Acknowledgment.
3. If electing medical care, provide employee with the TASB Alliance Medical Network list. The employee may choose an Urgent Care Facility on the list or go online to pswca.org and choose a PRIMARY doctor. Provide employee the Optum First Fill Prescription card.
4. **Before seeking medical care, all forms must be received by Risk Management and employee MUST call Risk Management** (972-882-7375 (x27375) or 972-882-5561 (x25561)
5. The Primary doctor/Urgent Care Facility requires verification of employment authorization from Risk Management prior to medical care; therefore, **it is important to send all documents to Risk Management prior to the employee seeking medical care.** Failure of notification could result in refusal of care by the provider or require payment from the employee.
6. Provide video and pictures of the incident when available.

All life threatening injuries should seek medical care at the nearest Emergency Room

Risk Management MUST be notified immediately